



King County

PROJECT/PROGRAM MANAGER II – COLON CANCER SCREENING PROGRAM

PUBLIC HEALTH – SEATTLE & KING COUNTY

PREVENTION DIVISION/WOMEN'S HEALTH UNIT

Hourly Rate Range: \$25.82 – \$32.72

Job Announcement: 05CM5574

OPEN: 10/17/05 CLOSE: 11/1/05

WHO MAY APPLY: This 0.5 FTE (half-time) career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104 or faxed to (206) 205-5430.** Applications must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ellen Phillips-Angeles at 206-205-5679 for further information. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 3rd Avenue, #500, Seattle.

WORK SCHEDULE: This position is overtime eligible. It works a 20-hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS: This is a professional position responsible for developing, implementing, managing and evaluating the new Colon Cancer Screening Program in the Women's Health Unit. The Unit's emphasis is on providing population-based primary, secondary and tertiary prevention messages and services for women over age 40 with limited incomes and no health insurance through the Washington Breast and Cervical Health Program (WBCHP). WBCHP provides breast and cervical cancer screening, diagnosis and access to treatment services. The goal is to reduce health disparities among populations with lower screening rates and higher mortality rates. Priority populations include women of color, lesbians, women living in rural communities and women aged 50 and older.

WBCHP is a complex program with exacting requirements for quality assurance, client services and reimbursement mechanisms set by the primary funding source – the Centers for Disease Control and Prevention. The new Colon Cancer Screening Program will be equally complex. This position works independently with minimal direction and guidance to assure the program meets or exceeds all auditable financial elements. This position assists with financial planning, monitoring and work plan development.

- Plan, develop and monitor the Washington Colon Cancer Screening Program in King, Jefferson and Clallam Counties.

- Write program procedures and policies in collaboration with Women's Health Team and contractors.
- Assist Program Manager IV in monitoring and developing budgets and contracts.
- Research and resolve problems.
- Recruit gastroenterologists.
- Assess network of contractors. Recruit to fill gaps and develop procedures to expand system.
- Gather information and analyze to identify effective policy, procedure and systems for program.
- Develop and provide staff support for Medical Advisory Committee.
- Report project progress to the Colorectal Cancer Task Force.
- Work with community to share information about the project and identify resources.
- Develop and implement client data collection system, assuring that data is received from contractors, entered into data base and filed.
- Work with Administrative staff to gather any missing data and resolve any problems with the system.
- Work with Case Manager to assure clients needing follow-up receive appropriate care.
- Design and implement systems for monitoring, tracking and reporting on program revenue and expenditures in conjunction with Contract Manager and Program Manager.
- Gather data for reports and budget monitoring.
- Prepare reports such as contractor activity reports and financial reports.
- Provide back up to Program Manager in writing ordinances and budget revisions for grant funds.
- Participate in development of program work plans, goals and objectives.
- Develop and implement orientation training for contractors.
- Coordinate professional training for health care providers, outreach workers and other audiences.
- Attend professional education and King County training to enhance professional development.

QUALIFICATIONS:

- Bachelor or Master Degree with major coursework in public health or health program coordination.
- Two or more years of responsible administrative, program development and analytical work experience.
- Ability to work effectively within a team and to develop and lead a team.
- Knowledge of principles of program management, budgeting and government principles and procedures.
- Skills in troubleshooting, problem solving and budget analysis.
- Skill in gathering and analyzing data and writing reports.
- Excellent oral and written communication skills.
- Able to work effectively with diverse populations of contractors, co-workers and community partners and handle difficult situations or interpersonal relationships with discretion and diplomacy.
- Able to work independently under limited supervision.
- Ability to prioritize and complete multiple tasks simultaneously.
- Advanced skills in Microsoft Word, Excel, PowerPoint and electronic communications.

DESIRED QUALIFICATIONS:

- Special training in women's health and cancer content areas, i.e., WBCHP, breast and cervical cancer, cancer screening systems, colorectal cancer.
- Knowledge of and experience working with community-based medical and social service organizations in King, Clallam and Jefferson Counties that provide WBCHP recruitment and clinical services.
- Knowledge of Public Health and King County procedures and policies for program management.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: This position is not represented.

SEQUENCE NUMBER: 80-8243-2190